

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
December 15, 2016 7:00 a.m.

Members Present: Jeremy Heyer, Eric Miller, and Carol Tyler. Absent: Stewart Coulson, and Jenna Haglund. Others present: Heidi Nielsen, staff

Call to Order. Chairperson Heyer called the meeting to order at 6:59 a.m.

Public Comment. None

Amend-Approve Minutes of November 17, 2016. Miller moved, Tyler seconded the motion to approve the minutes of November 17, 2016 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Miller moved, Tyler seconded the motion to approve payment of the revised bill listing totaling \$108,700.02. Ayes: 3, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed but no action required.

Old Business. None

New Business.

Review Financial Reports. Nielsen reported that it appears we are on track with spending, and informed the board of the reason for the appearance of excessive spending in the public housing sundry account. Also discussed was the need to do a budget amendment for the Section 8 Program due to the deductible that was paid. There were no questions or concerns

Approve Resolution 14-16 to Adopt Passbook Rate. Nielsen informed the board that the rates received from area banks were for a basic passbook account and requested to keep the rate at .10%. Nielsen also stated that it will not apply to most of the participants they do not have enough in assets. Miller moved to approve Resolution 14-16 adopting a passbook rate. Tyler seconded the motion. Motion carried on roll call vote. Ayes: Tyler, Miller, and Heyer. Nays: 0. Motion carried on roll call vote.

Approve Resolution 15-16 to Adopt New Public Housing Lease. Nielsen reviewed the changes with the Board. Residents comments were discussed concerning the removal of washers and dryers from the units and requirement to place all a/c units in the sleeve instead of the windows. It was decided to allow the a/c units to remain in windows. Miller suggested that residents with washers and dryers be grandfathered and be allowed to keep them with the understanding that if they do not hook them up properly or cause damage to the units they will be required to removed them. The decision was made not to allow any residents to have washers and dryers in the future. Miller moved to approve Resolution 15-16 approving new lease. Tyler seconded the motion. Motion carried on roll call vote. Ayes: Tyler, Miller, and Heyer. Nays: 0. Motion carried on roll call vote.

Approve Purchase of New Computers. Nielsen presented the proposal for the purchase from CDW-G and explained that only one quote was required because the computers were being purchased under a government contract. Tyler moved to approve the purchase with a second by Miller. Ayes: 3, Nays 0. Motion carried.

Approve Renewal of Contract for Computer Support. Nielsen discussed the merits of continuing the computer support contract with Trent Parker. There were no concerns voiced by the board. Tyler motioned to approve the contract. Miller seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Approve Resolution 16-16 to Revise Legal Domicile Policy. Nielsen reviewed the history behind the policy and explained the purpose of the revision and noted that it would be in the best interest of the agency to adopt the revision. Tyler moved to approve Resolution 16-16 revising the Legal Domicile Policy. Miller seconded the motion. Motion carried on roll call vote. Ayes: Tyler, Miller, and Heyer. Nays: 0. Motion carried on roll call vote.

Executive Director's report. The board was updated on the status of the audit.

Being no further business, Miller moved, Tyler seconded the motion to adjourn. Ayes: 5, Nays: 0. Motion carried and meeting adjourned at 7:47 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Board Chairperson

ATTEST:

Heidi Nielsen, Director